

Adjutant General's Department

12/30/2011

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Ft. Riley	1,2,3	Unclassified Full-time	Extended: Equipment Body Mechanic http://www.da.ks.gov/ps/pub/reqinfo.asp?id=170362	RSMS	Jan 6, 2012
Ft. Riley	1,2,3	Unclassified Full-time	Extended: Equipment Body Mechanic http://www.da.ks.gov/ps/pub/reqinfo.asp?id=170322	RSMS	Jan 6, 2012
Wichita	1,2,3	Unclassified Full-time	Facility Custodian http://www.da.ks.gov/ps/pub/reqinfo.asp?id=170323	184 th CE	Dec 31, 2011
Topeka	1,2,3	Unclassified Full-time	Accountant II http://www.da.ks.gov/ps/pub/reqinfo.asp?id=170243	KDEM Fiscal	Jan 2, 2012
Topeka	1,2,3	Unclassified Part-time (999)	Resource Protection Officer http://www.da.ks.gov/ps/pub/reqinfo.asp?id=170277	JFHQ Security	Open Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

Equipment Body Mechanic I Ft. Riley RSMS

Requisition #170362 – **Posting Extended** - Closes – January 6, 2012 - Unclassified, Full Time with State Benefits, \$14.30 per hour

Job Description: Performs welding tasks; routine maintenance & repair on equipment; preps surfaces for paint; applies primers; performs minor body repairs; & operates grinders, sanders, spray and media blast equipment & hand/power tools.
Minimum and Preferred Qualifications: Requires 6 months of experience and/or training in one of the following: assisting with auto body repair, metal shop or welding. Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Secret Security Clearance.

How to Apply: Online at www.jobs.ks.gov and email your resume and any supporting documentation to janice.l.harper@us.army.mil or submit a State of Kansas Employment Summary, your resume and any supporting documentation to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information or submit a State of Kansas Employment Application to K. Noel, 1970 2nd St., RSMS-Camp Funston, Fort Riley, Kansas 66442, 785-239-8891. All information must be submitted by or postmarked by the closing date. Please reference Job Posting #170322. The Adjutant General's Department is an Equal Opportunity Employer.

Equipment Body Mechanic I Ft. Riley RSMS

Requisition #170322 – **Posting Extended** - Closes – January 6, 2012 - Unclassified, Full Time with State Benefits, \$14.30 per hour

Job Description: Performs welding tasks; routine maintenance & repair on equipment; preps surfaces for paint; applies primers; performs minor body repairs; & operates grinders, sanders, spray and media blast equipment & hand/power tools.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460 Marti Stadler: 274-1392 Jo Boswell: 274-1391

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov

Minimum and Preferred Qualifications: Requires 6 months of experience and/or training in one of the following: assisting with auto body repair, metal shop or welding. Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Secret Security Clearance.

How to Apply: Online at www.jobs.ks.gov and email your resume and any supporting documentation to janice.l.harper@us.army.mil or submit a State of Kansas Employment Summary, your resume and any supporting documentation to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information or submit a State of Kansas Employment Application to K. Noel, 1970 2nd St., RSMS-Camp Funston, Fort Riley, Kansas 66442, 785-239-8891. All information must be submitted by or postmarked by the closing date. Please reference Job Posting #170322. The Adjutant General's Department is an Equal Opportunity Employer.

Facility Custodian McConnell ANG Base – Wichita

Unclassified, Full Time, State position with benefits, \$12.07 per hour. Position closes on 12/31/2011. Be a part of a team that cares for floors, carpets, offices, bathrooms & windows in facilities throughout the base. Desire commercial custodial experience & some knowledge of equipment repair &

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Accountant II KDEM Fiscal Office - Topeka

Unclassified, Fulltime \$19.16/hr, State Benefits, KDEM Fiscal Office. **Requisition #170243.** Process payment vouchers, reimbursement request involving grant funds with other state agencies. Will track and forecast expenses; complete fiscal status reports and reconcile bi-weekly payroll reports. This position will require analytical thought and judgment while working with grant funds. Considerable knowledge in computerized accounting systems and software is needed.

QUALIFICATIONS: Two years of experience in accounting/auditing work. Prefer four years of experience and/or educational education in professional accounting/auditing work. Experience with SMART system preferred, government and grant accounting a plus. Must have excellent organization skills, background in MS Office software and pass a FBI check. Unclassified, Full Time, State position with benefits. Closes 1/2/2012. Apply online at www.jobs.ks.gov (Req # 170243) or submit a State of KS Employment Summary to SHRO, The Adjutant Generals Department, 2800 SW Topeka Blvd, Topeka, KS 66611-1287. (785) 274-1460. EOE. Position # (170243) Position closes Jan. 2, 2012.

Resource Protection Officer Joint Forces Headquarters Complex

Requisition #170277 – Closes – Open until filled - Unclassified, Part Time (999) with No State Benefits, \$13.61 per hour. The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

Qualifications: High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program, or one (1) year armed security/police experience. (Applicants must designate armed security on employment application.) Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Applicants must be eligible to obtain, and maintain during the course of employment, a Department of Defense "SECRET" level security clearance. Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use

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++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.